



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 2200.1
EFFECTIVE DATE: October 2, 2009
EXPIRATION DATE: October 2, 2016

APPROVED BY Signature: Original Signed By
NAME: Raymond Rubilotta
TITLE: Director, Management Operations Directorate

COMPLIANCE IS MANDATORY

Responsible Office: Code 270 / Information and Logistics Management Division

Title: Processing and Approval of NASA Scientific and Technical Information (STI)

PREFACE

P.1 PURPOSE

This GPR establishes and implements procedures for the review of STI as required by NPR 2200.2.

P.2 APPLICABILITY

This GPR applies to all Goddard Space Flight Center (GSFC) civil servants, contractors, universities, and grant recipients producing STI that is NASA-funded and/or NASA-authored.

P.3 AUTHORITY

- a. NPD 2200.1, Management of NASA Scientific and Technical Information
- b. NPD 2190.1, NASA Export Control Program
- c. NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.

P.4 REFERENCES

- a. NASA Form 1676, NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA)
- b. GSFC Form 25-49, GSFC STI Public Disclosure Export Control Checklist
- c. GSFC Form 25-53, Cover Sheet for STI Blanket DAA
- d. GSFC Form 25-54, Agreement to Establish Blanket DAA
- e. NASA FAR Supplement 1835.070(d)

P.5 CANCELLATION

None.

P.6 SAFETY

None.

P.7 TRAINING

The GSFC STI Program Manager shall provide quarterly training opportunities to STI authors and approvers on the requirements implemented by this GPR.

Authors/Originators/Project Officials/Program Managers should attend STI training.

P.8 RECORDS

Record Title	Record Custodian	Retention
Document Availability Authorization (DAA) Records (NASA Form 1676, GSFC Form 25-53)	GSFC STI Program Office	*NRRS 2/8.D.1 (a) Destroy 2 years after meeting or publication date cited on the DAA or when 5 years old, whichever is sooner.
Scientific and Technical Information Publications and Materials	GSFC STI Program Office	*NRRS 2/8 A.1. Retire to FRC at end of second fiscal year after document is published. Destroy when 10 years old.
GSFC STI Public Disclosure Export Control Checklist (GSFC Form 25-49)	GSFC Export Control Office	*NRRS 2/7.5 A. For Paper Records, retire to the FRC five years after the export approval date or the expiration of the license, whichever is longer. Maintain electronic records on site. Destroy when 10 years old.
Agreement to Use the Blanket Document Availability Authorization Process (GSFC Form 25-54)	GSFC STI Program Office	NRRS 2/8.D.1(b) Destroy when no longer needed for reference or when 3 years old, whichever is sooner.

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 METRICS

The GSFC STI Program Office shall track approved STI and provide an annual report to the Agency STI Program Office of GSFC STI approved for release.

The GSFC STI Program Office shall track, by directorate, the number of employees attending the STI training sessions to analyze the effectiveness of the awareness and training process.

P.10 DEFINITIONS

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Blanket DAA – A condition where a “master” DAA is approved to cover a project, task order, contract or grant. A blanket DAA can only be used for STI that is not classified and is either considered public domain information or scientific data/results.

Complete STI package – An STI package that contains the DAA with all required signatures and dates filled out in sequential order, all required blocks are filled in, a completed Form 25-49 and the STI.

Incomplete STI Package – An STI package that is missing signatures and/or dates, signatures are not in sequential order, entries missing in required blocks, the package is missing the GSFC Form 25-49 or the STI.

Project Official – Contracting Officers Technical Representative/designated official, technical monitor or Division Chief.

Scientific and Technical Information (STI) – The results (facts, analyses, and conclusions) of the Agency’s basic and applied scientific, technical and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research. Examples include, but are not limited to, technical papers and reports, journal articles, meetings, workshop and conference papers and presentations, conference proceedings, and preliminary or non-published STI, including any of these examples that will be posted to a public Web site.

P.11 ACRONYMS

CASI Center for Aerospace Information
DAA Document Availability Authorization
GPR Goddard Procedural Requirements
GSFC Goddard Space Flight Center
STI Scientific and Technical Information

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1. General

- 1.1 All GSFC STI subject to review shall be reviewed and approved using NASA Form (NF) 1676, NASA Scientific and Technical Information (STI) Document Availability Authorizations (DAA) before the STI is published, disseminated, or released external to NASA by any means.
- 1.2 The Blanket DAA Process can be used when there are multiple STI submittals under one project, task order, contract or grant, provided the STI is not classified, is considered public domain

information, or is considered scientific data/results and the GSFC Form 25-54, Agreement to Establish a Blanket Document Availability Authorization Process, available at <http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>, has been approved by the appropriate parties.

- 1.3 After approval, the DAA and associated STI shall be electronically submitted to the GSFC STI program office Website: <http://sti.gsfc.nasa.gov> for a quality review and final processing.
- 1.4 The STI program office shall forward all approved DAAs and associated STI to the NASA Center for Aerospace Information (CASI) for dissemination.
- 1.5 Incomplete/disapproved packages shall be returned to the author with an explanation.

2. Responsibilities

- 2.1 Center Director shall appoint the GSFC STI Program Manager.
- 2.2 Directorates shall:
 - a. Collaborate with the GSFC STI Program Manager to promote awareness of the STI program and the review and approval process to preclude the unauthorized dissemination of STI.
 - b. Exercise GSFC 25-54 for Blanket DAAs when appropriate.
- 2.3 The GSFC STI Program Manager shall:
 - a. Meet all obligations in section 1.3.6 of NPR 2200.2
 - b. Promote the GSFC STI program.
 - c. Maintain a database of GSFC STI for metrics and program reviews.
 - d. Develop and maintain local procedures to ensure STI is processed in accordance with higher level directives.
 - e. Provide a process to facilitate electronic submission of STI to the Center STI program office.
 - f. Notify STI authors when their documents are submitted into the STI electronic database.
 - g. Return incomplete STI packages to the author with an explanation.
 - h. Forward approved DAAs and associated STI to CASI for dissemination.
 - i. Provide copies of GSFC Form 25-53 to the GSFC Export Control Office.
 - j. Review and approve/disapprove GSFC Form 25-54 agreements for blanket DAA approval authorization.
- 2.4 The GSFC Export Control Office shall:
 - a. Review export control requirements and DAAs.
 - b. Review and approve/disapprove GSFC Form 25-49.
 - c. Review and approve/disapprove GSFC Form 25-54 agreements for blanket DAA approval authorization.
- 2.5 Authors/Originators of GSFC STI shall:

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- a. Review the requirements of applicable Agency and Center policy documents, the referenced documents, and associated forms.
- b. Process STI using the most current version of NF 1676, which can be found at <http://nef.nasa.gov>.
- c. Ensure that STI is approved via NF 1676 before publishing, releasing, or disseminating external to NASA.
- d. Upload the approved NASA Form 1676 and associated STI to the STI submission Web site: <http://sti.gsfc.nasa.gov>. Follow the instructions found on the Web site for uploading requirements.
- e. Ensure STI is not released until all required authorizations are obtained by means of NF 1676.

2.6 Approving Project Officials/Program Managers shall:

- a. Review and approve/disapprove STI within their organization in accordance with Agency and Center policy.
- b. Ensure STI within their organization is approved via NF 1676 before being released/disseminated in any format (electronic, conferences, briefings, Web sites, etc.)
- c. Ensure employees involved in NASA-funded scientific and technical research are aware of the requirements of this directive.
- d. Provide a list of disapproved STI documents to the Center STI Manager on a regular basis (at least annually).

2.7 Contracting Officers/Contracting Officers Technical Representatives/Grant Officers shall, as prescribed in NASA FAR Supplement 1835.070(d) and section 1.3.9 in NPR 2200.2, ensure that STI generated as a result of a contract, grant or cooperative agreement is reviewed and approved via the NF 1676 before being released outside of NASA or forwarded to CASI for dissemination.

2.8 Web site Owners, Webmasters, and Curators shall:

- a. Ensure all STI is approved via the NF 1676 before posting onto the site.
- b. Ensure that all posted STI is dated at the time of posting.

3. Procedures for Reviewing, Approving and Disseminating STI

3.1 Standard Approval Process

- a. STI shall be processed using NF 1676 and the DAA Approval Process (see Appendix A). The Author, Project Official, and Final Approver/Project Manager shall all be different people. All approvals shall be obtained in sequential order as reflected on the NF 1676.
- b. The Author/originator shall complete and sign the NF 1676. The author shall submit GSFC Form 25- 49 as part of the STI package and forward to the Project Official for approval.
- c. The Project Official shall review the STI package and sign the NF 1676 to indicate approval. Disapproved STI packages shall be returned to the author with an explanation.
- d. The GSFC Export Control Office shall review the STI and approves/disapproves the GSFC Form 25-49 and the NF 1676. Incomplete/Disapproved STI packages shall be returned to the author with an explanation. They will retain a copy of the GSFC Form 25-49 for their records.

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- e. The Program Manager shall review the author's request to disseminate STI and sign the NF 1676 signifying final approval. Approved STI packages shall be returned to the authors. Incomplete/disapproved STI packages shall be returned to the author with an explanation.
- f. **The STI can only be presented/released/disseminated after the Final Approver signs the NF 1676.**
- g. After Final Approval, the author shall upload the approved DAA and STI onto the GSFC STI submittal site. Do not upload GSFC Form 25-49, it is not required by the STI Program Office. Note: Any part of the STI package supplied on videos, CD-ROMs, or DVDs shall be submitted to the GSFC STI Program Office for processing.
- h. The GSFC STI Program Office shall conduct a final quality check and enter the DAA and STI information into the GSFC electronic database. DAA and STI submittals that are determined to be incomplete during this review are returned to the author for corrective action.
- i. The GSFC STI Program Office shall forward the approved DAA and STI to CASI for dissemination.

3.2 Blanket DAA Approval Process

- a. GSFC Form 25-54 shall be processed before organizations can take advantage of the Blanket DAA process.
- b. The initial DAA shall follow the standard approval process as outlined in 3.1, except the author/originator fills out the Blanket Availability Authorization block of the NF 1676 in addition to the Author/Originator Verification block.
- c. After the initial Blanket DAA request is approved, subsequent STI submittals under the same project, task order, grant or contract can be processed and approved using GSFC Form 25-53, without NF 1676.
- d. Subsequent STI packages approved under the blanket DAA shall be uploaded by the author onto the GSFC STI site for a quality check before the STI is forwarded to CASI.

Appendix A

DAA Approval Process*



*Note: This process does not apply to STI Documents submitted under an approved Blanket DAA.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/02/09	Initial Release
	02/28/14	Administratively extended for 1 year.
	06/23/15	Administratively extended for 1 year.